

condition prescribed in Rule 8.23 of Volume-I Part I, Special disability leave, study leave and leave after the date of compulsory retirement can be sanctioned only with the consent of Finance Department. Before leave preparatory to retirement is refused in any case, the prior concurrence of Finance Department must be obtained.

**Note:-**The period of 8 month, 4 months and 120 days, mentioned in column 4 mean the actual periods of leave to be granted

Sr. No.	Authority which can grant leave	To whom	Extent
1.	Head of Department	All Gazetted Class I and II Government employees except Additional or Joint heads of Department working under the Head of Department.	Full Powers
2.	Head of Offices	All Class III and Class IV employees working under the Heads of Offices	Full Powers
3.	Director, Technical Education	(1) Principal, Heads of Departments, Lecturers and Superintendents of workshop of the Punjab Government Polytechnics. (2) Principals and all other Gazetted Staff employed in Junior Technical Schools of the State.	Full Powers

\*.Entries 1 to 23 substituted and entry No. 24 renumbered as No.3 vide Punjab Govt. I. Gazette Part I dated 24.10.1996 & No.3-1(3) IF(1)-86/17738 dated 16/9/86.

### **Appendix 13**

[Referred to in Note to Rule 8, 44-A and Rule 8. 48(b)]

#### **Leave procedure in the case of a Government employee on leave out of India.**

##### **Report of Arrival In The United Kingdom**

1. A Government employee taking leave in the United Kingdom, must report his arrival in that country to the High Commission for India, giving address at which letters will find him.

### Payment of Leave Salary

2. **Payment in United Kingdom.**- No Government employee can begin to draw leave-salary United Kingdom until he has presented to the High Commissioner a leave-salary certificate in Form Pb. C.S.R. No. 11.

3. Leave-salary is paid in the U.K. monthly in arrear on the first day of each calendar month.

4. Payment will be made, at the option of the Government employee drawing leave-salary, by any of the following methods :-

- (a) To the Government employee himself on his personal application; .
- (b) To his banker or other agent, duly authorised under power-of-attorney on production of a life certificate duly filled up and executed. In cases where the banker has guaranteed the High Commissioner against loss consequent upon dispensation with proof existence, a life certificate is unnecessary.

**Note 1.**- If the leave-salary is drawn by a banker or agent who has executed a general bond of indemnity, a life certificate shall be produced at least once a year.

**Note 2.** -A supply of life certificate forms may be obtained from the High Commissioner.

- (c) To the presenter of a payment form comprising a receipt and of life certificate, both duly completed by the Government employee.

**Note.** -If the Government employee intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

5. **Payment in a Colony.**- No Government employee can begin to draw leave-salary from a Colonial Treasury until a warrant in form Ph. C.S.R. No. 12 has been issued in his favour. Such warrants will be issued in triplicate. The original, bearing the Government employee's signature, will be forwarded by the issuing authority to the Colonial authority concerned; the duplicate to the High Commissioner and the triplicate will be retained by the Government employee. Payment of leave-salary, will not be made unless the Colonial authority is in possession of the original and the Government employee of the triplicate of the warrant.

6. Each payment of leave-salary must be endorsed upon the back of both the original warrant and the triplicate, and an acknowledgement of receipts must be endorsed by the Government employee upon the back of both copies.

7. When no space for the entry of endorsements of payment remains upon the back of a warrant, or when a warrant is lost or destroyed a fresh warrant will be issued by the original issuing authority on the application of the Government employee submitted through the Colonial Disbursing Officer.

8. If the transfer from one colony to another of payment of the leave-salary of a

Government employee is sanctioned by the Colonial authorities, such transfer must be reported by the Government employee to Government and to the High Commissioner.

**9. Transfer of payment from the United Kingdom to a Colony and vice versa.-**

(a) If a Government employee who is drawing his leave salary in a Colony desires to transfer payment in the United Kingdom he can do so on production of his warrant to the High Commissioner.

(b) If a Government employee who is drawing his leave-salary in the United Kingdom desires to transfer payment to a colony, he must obtain a warrant in Form Pb. C.S.R. No. 12 from the High Commissioner, who will forward the original of the warrant to the Colonial authority concerned.

(c) A transfer sanctioned under clause (a) or (b) of this paragraph must be reported by the Government employee to Government.

### Extension of Leave

**10. General Rules.--** A Government employee absent from India on leave who desires an extension of his leave must make application for such extension not less than three months before the expiry of this leave. An application made within three months from such expiry will not be considered unless special reasons for consideration exist.

**11. Applications by Government employees on leave in Europe, North Africa, America or the West Indies.-** An application for extension of leave by a Government employee on leave in Europe, North Africa, America or the West Indies must be made to the High Commissioner, unless the extension is desired on medical grounds, or is, for a period of not more than fourteen days, the application must be accompanied by evidence that the Government on whose cadre the Government employee is borne has been consulted and has no objection to the extension. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence, and then for such period only as may be necessary to obtain the orders of the Government concerned which will be sought by telegraph at the applicant's expense.

**Note. --** When an application for the extension of leave is received from a Government employee on leave in any of the localities mentioned in this paragraph the authority competent to grant leave will inform the Government employee, whether or not there is any objection to the grant of the desired extension and if the extension is approved instruct him to apply to the High Commissioner for the formal grant.

**12.** If a Government employee on leave in any of the localities named in paragraph 11 desires, on medical grounds, an extension for a longer period than fourteen days, he must satisfy the Medical Board at the India Office of the necessity of the extension. In order to do so, he must as a general rule, appear at the India Office for examination by the Board; but in special cases, and particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom, and signed by foreigners must be attested by Consular or other authority as bearing the signature of qualified medical practitioners.

**13. Application by Government employee on leave elsewhere out of India.**- If a Government employee on leave in any of the localities named in paragraph 11 desires, on grounds other than medical, an extension of leave granted on medical certificate, he must satisfy the Medical Board at the India Office, by the procedure described in paragraph 12, that he has recovered his health.

**14.** An application for extension of leave by a Government employee on leave out of India elsewhere than in the localities named in paragraph 11 must be made to the authority which granted leave.

**15.** If an application made under paragraph 14 is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:-

"We hereby certify that we have carefully examined C.D. of the \_\_\_\_\_ who is suffering from \_\_\_\_\_ and we declare upon our honour that, according to the best of our Judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on \_\_\_\_\_ shall be extended by \_\_\_\_\_ month/weeks

Dated \_\_\_\_\_

Place \_\_\_\_\_

The certificate must describe in full detail the nature of the disease and the present condition of the Government employee. If it be signed by foreigners, it must be attested by Consular or other authority, as bearing the signatures of qualified medical practitioners.

**16. Certificate of leave necessary before extension can be granted to a Government employee who is not in possession of leave salary certificate.** --An extension of leave will not be granted by the High Commissioner to a Government employee to whom no leave-salary certificate has been issued or who has exchanged his salary certificate for a warrant before leaving India, unless he produces a certificate of leave in Form Pb. C.S.R. No. 13, (Certificate of leave necessary before extension can be granted to a Government employee who is not in possession of leave-salary certificate.)

**17. Permission to return.**- A Government employee who is required by or under rule 8.44 to produce a medical certificate of fitness before returning to duty must obtain permission to return to duty before so returning.

**18.** If the Government employee desiring to return is on leave in any of the localities named in paragraph 11, his application must be made to, the High Commissioner, and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in, paragraph 12. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

**19.** If the Government employee desiring to return is on leave out of India elsewhere than in the localities named in paragraph 11, his application must be made to the

authority which granted his leave, and must be accompanied by a certificate of fitness in the prescribed form.

20. Permission to return cannot be granted to a Government employee to whom no leave salary certificate has been issued, or who has exchanged his leave-salary certificate, for a warrant before leaving India until he produces a certificate of leave in Form Pb. C.S.R. No. 13.

21. **Last Pay certificate.**- Before returning to duty, a Government employee on leave in Europe must obtain a last pay certificate from the High Commissioner. A pay certificate cannot be granted to, Government employee whom no leave-salary certificate has been issue unless he produced a certificate of leave in Form Pb. C.S.R. No. 13.A Government employee who has drawn his leave-salary on a warrant must, on return to India, deliver)to the Accountant-General his copy of the warrant, which will serve as a last pay certificate.

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**Appendices 14 and 15 Omitted.**

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### **Appendix 16**

(Referred to in note below Rule 8.57)

#### **Model terms for the grant of leave to Government employees engaged on contract.**

##### **Part I**

Model Leave Terms prescribed for (a) Government employees of Asiatic Domicile engaged on contract, whether in India or abroad, a (b) Government employees of non-Asiatic Domicile engaged on contract but not specially recruited Overseas for Service in India.

1. Where the contract is for a period not exceeding five years of leave Rules contained in Chapter VIII to Volume I of these rules, shall apply to the Government employee as to a Government employee no permanent or quasi-permanent employ, provided-

- (a) that no half pay leave shall be admissible to such a Government employee otherwise than on medical certificate;
- (b) that no extraordinary leave shall be admissible to such Government employee if the contract is for one year or less, and if the contract is for more than one year but not more than five years, the total amount of extraordinary leave admissible during the entire period of the contract shall be limited to three months;
- (c) that if the contract is for a year or less, no leave shall be granted beyond the date of expiry of the contract even if the Government employee has been denied in whole or

in part on account of the exigencies of the public service, leave which was due to him during the period of the contract.

2. Where the contract is for a longer term than five years or an original contract for five years or less is extended so as to make the total period of contract longer than five years, the leave Rules contained in Section III Chapter VIII to Volume I of these rules, shall apply to the Government employee as to Government employee in permanent employ:

Provided that no half pay leave shall be admissible to such a Government employee otherwise than on medical certificate and in the matter of extraordinary leave the said rules shall apply to such a Government employee as to a Government employee not in permanent or quasi-permanent employ.

**Note.-** In the case of extension of a contract for a period longer than five years, the Government employee will be credited with the earned leave that would have been admissible had the contract been initially one of more than five years diminished by any earned leave already taken.

3. Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period, the leave Rules contained in Chapter VIII to Volume I of these rules, shall apply to the Government employee as to a Government employee in permanent employ.

**Note.-** In the case of extension of a contract for an indefinite period, the Government employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.

4. For purposes of leave salary, the provision of rule 8.122 of Part I of these rules shall apply mutatis mutandis in the case of Government employees governed by the rules in this part.

5. A Government employee initially engaged on contract on his being taken into permanent employ will be credited with earned leave that would have been admissible had his previous service been rendered as a Government employee in permanent employ diminished by any earned leave already taken.

He will also be allowed to carry forward any other kind of leave (including half pay leave) at his credit on the date of his appointment to the new post.

**Note.-** A Government employee initially engaged on contract on being appointed to a Temporary non-contract Post, without any break in his service, will be allowed to carry forward entire leave (including half pay leave) at his credit on the date of his appointment to the new post.

6. The 'exception' below 8.166 of Part I of these rules shall not apply in the case of a Government employee of non- Asiatic domicile.

7. Unless it is indicated in the contract to which class of service the Government employee belongs, the Finance Department shall determined such classification for the purpose of the Revised Leave Rules.

**Note.-** The Government employees in service on the 19th April, 1951, except those whose contract is for a definite period and to whom the Revised Leave Rules as amended automatically, apply, will continue to be governed by the terms of their subsisting contract. In the event of the extension of the period of contract, the Revised Leave Rules shall, subject to the provisions in paragraph above, apply. In such cases the leave due to him on the date on which the extension takes effect, and the amount of half pay leave admissible to him had he not remained under the existing leave terms in respect of his subsisting contract.

## Part II- Omitted.

### Appendix 17

(Referred to in Rule 8.61)

#### Rules for the grant of casual and Quarantine Leave

##### 1. Casual Leave

1. Casual leave may be granted to Government employees for short periods by the authorities specified in Appendix 12 or by [any officer, under them to whom the powers are delegated by the said authorities]<sup>1</sup>, subject to the conditions therein stated, as follows:-

(1) **Scale.-** Casual leave will be admissible as follows :-

- (i) To employees with 10 years service or less .... 10 days.
- (ii) To employees with more than 10 years service but less than 20 years service... 15 days.
- (iii) To employees with over 20 years service 20 days.

<sup>2</sup>(iv) Women employees are entitled to 20 days casual leave every year irrespective of number of years of service put in by them.

(2) **How calculated.-** From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee complete 10 years service on the 30th April, 1963 he will be entitled to 15 days casual leave for the entire year 1963. Length of service will be assessed as in note below Rule 8.116 of Punjab C.S.R., Volume I, Part I.

(3) **Accounting of Casual Leave.-** The casual leave account will be maintained annually from the 1st January to 31st December. All casual leave accounts will be closed on the 31st December and new accounts opened on the 1st of January, following, irrespective of the fact that an official takes a spell of casual leave which includes the just few days of December, and the first few days of January. Thus if an official takes leave from the 26th December, 1959 to 5th January, 1960, the period 26th December to 31st December will be debited to his leave account for the year 1959 and the period 1st January to the 5<sup>th</sup> January, 1960 will be debited to his leave account for the year 1960.

<sup>1</sup> Notification No. 3/1/3/IFCD/88-9261 dated 13.10.1988

<sup>2</sup> Letter No. 10/11/88-FPI/775 dated 22-8-1989.

(4) **Length of leave and Combination of leave:-** In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in driblets. It may be emphasised that it is desirable, but not compulsory for Government employees to take such a spell. Where a Government employee desires to take such a spell, permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience.

**Note 1.** -A Government employee should not leave his district during casual leave without permission.

**Note 2.** -As exception to the above rule,

- (a) A Government employee who has been bitten by a rabid animal may be granted casual leave up to 16 days to proceed to a centre or Institute for anti-rabic treatment. If in a special case leave for more than 16 days is necessary and the appointment of substitute if found necessary, one month's additional "earned leave" may, be granted which shall not be debited against the leave at the credit of the Government employee. When, however, no substitute is engaged, the entire period of one and a half months leave should be treated as casual leave. Any leave required in excess of one and a half months may be granted under the ordinary rules applicable to the Government employee concerned.
- (b) The concessions specified in Clause (a) above may be extended to, a Government employee without a lien on a permanent post, while officiating in a permanent or temporary post, or holding a temporary, post, the pay which he may draw in such a post being taken as the "substantive pay" for this purpose.

**Note 3.:-** It is not in order to grant casual leave on half pay or without pay as a Government employee on casual leave is not treated as absent from duty and his pay is not intermitted. If in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in the Punishment and Appeal Rules.

2. Except in cases where previous reference would cause real inconvenience, a Government employee should not, without previous permission, come on casual leave to headquarters or the place where the Governor is residing, for the purposes of making a representation to the Governor. The prohibition does not apply to a Government employee who is on any other kind of leave, or who does not intend to make any such representation.

3. No Government employee may go, on casual leave, to a place beyond 36 hours recall, and no Deputy Commissioner or Superintendent of Police may go to Kulu or Kashmir, without the express sanction of Government.

4. If a Government employee overstays his casual leave for any reason whatsoever, for example, a break-down on the road due to flood or landslips the entire period of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.

5. No Government employee may leave his headquarter, during gazetted holidays except with the permission of his immediate departmental superior, who must undertake the responsibility of granting such permission.

6. Casual leave must not be given so as to cause evasion of the rules regarding -

- (i) date of reckoning pay and allowances;
- (ii) charge of office;
- (iii) commencement and end of leave;
- (iv) return to duty;

or so as to extend the term of other kinds of leave beyond the time admissible by rule.

## II Quarantine Leave

1. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Government employee. Such leave may be granted by the Head of the Office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted, when necessary, in continuation of other leave, subject to the above maximum, except as provided in the Note below no substitute should be appointed in place of a Government employee absent on quarantine leave.

**Explanation.** -(1) Quarantine leave is not admissible in the case of Government employee who himself contacts an infectious disease.

(2) The maximum limits of 21 and 30 days prescribed in this rule refer to each occasion on which leave is applied for and granted.

**Note 1.-** Cholera, Small-pox, Plague, Diphtheria, Typhus Fever and Cerebrospina Meningitis may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example small-pox, there is a reason for the grant of such leave. In the case of Government employee stationed in areas under the administration of other States, such other diseases as may have been declared by those Governments as infections for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such Government employees will, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other States concerned to be infectious disease.

**Note 2.** -The authority referred to in paragraph 1 of Section 1 above may sanction a substitute for an absentee who is on quarantine leave and whose duties cannot be arranged for without prejudice to this pay: Provided that the absence does not exceed 30 days.

2. The competent authority under paragraph 1 above may grant "quarantine" leave to the following classes of Government employees in the Printing and Stationery Department, Punjab :-

- (i) all temporary and officiating employees.
- (ii) permanent piece-workers not classed as "Class IV Government employees."
- (iii) permanent salaried industrial employees not classed as 'Class IV Government employees.'
- (iv) all press employees governed by the Rules, in Chapter VIII.

- (v) press employees, both salaried and piece-workers, who have completed 10 years service (actual duty) on the temporary establishment;
- (vi) permanent Class IV piece hand distributors.

### Annexure

(3) Omitted vide Notification No. 3/1/3JFCD/88-9261 dated 13.10.1988

### Appendix 18

(Referred to in note 2 to paragraph 2 of Annexure I to Section I of Chapter VIII)

#### List of Government employees serving in vacation departments.

The following is a complete list of Government employees declared to be serving vacation departments :-

Department	Designation of Government Employee
I. Judicial	1.Sub-Judges and their establishments including Sub-Judges employed as Judges of Small Cause Courts excluding Process Serving Establishment actually employed on work connected with Process-serving.
II.(A) Education (General), I	Principals, Staff, Laboratory Attendants and establishment of Government Colleges for boys and girls excluding Librarians, Clerical Staff, Restorers, and all Class IV Government employees.  2.Head Staff and Laboratory Attendants of Government Schools for boys and Girls excluding clerical staff and all class IV Government employees.
II.(B)-Education (Technical), I	Principal and Staff including Laboratory Attendants (excluding ministerial and other class IV employees) of the Government polytechnic Institutions including Junior Technical Schools.
III. Industries.	1.Principal, Assistant Principal and the other teaching and temporary staff of the School of Arts.  2.Teaching Staff of the Government Training Institute Jullundur, Government Industrial Schools for Girls, Government Institute of Dyeing and Calico Printing including the Dyeing Experts.  3.Masters and Technical Staff of the Government Central Weaving Institute, Amritsar, Government Hosiery Institute, Ludhiana, all the Industrial Schools, including the Woods Works and Metal Work Schools at Jullundur.
IV. Health.	1.Principals, whole-time Professors, Associate Professors, Readers, Assistant Professors, Demonstrators, Bio-Chemists, Blood Transfusion Officers, Assistant Blood Transfusion Officers, Senior Anaesthetists, Refractionists, Clinical Pathologists and Radiologists of the State Medical Colleges.  2.Principals, Professors, Assistant Professors and Demonstrators of the State Dental Colleges.

	<p>3. The technical staff and trainees of the Punjab Health School, Amritsar shall be entitled to summer vacation of one month's duration every year on the dates mentioned below:-</p> <p>(i) 2<sup>nd</sup> May to 1<sup>st</sup> June.</p> <p>(ii) 2<sup>nd</sup> June to 1<sup>st</sup> July.</p> <p>Half the staff and trainees shall enjoy the vacation in 1<sup>st</sup> spell and the other half in the 2<sup>nd</sup> spell. The arrangements for splitting up of the staff and trainees of the Health School will be made by the Superintendent/Principal, Punjab Health School, Amritsar, and he/she shall have discretion to permit the staff and the trainees to enjoy the vacation in the first or the second spell keeping in view the training programme.</p>
V. Public Works	<p>1. Principal and staff of the Punjab Colleges of Engineering and Technology with the exception of clerical and class IV establishments and the Draftsman, Dispensers, Boiler Room Attendant, Mechanics, Carpenter and Electrician, and the Laboratory Attendants.</p> <p>2. Principal, Professors, Assistant Professors, Assistant Workshop Instructor, Lecture Assistants, and Laboratory Attendants, of the Punjab Engineering College.</p>
VI. Scheduled Castes and Backward Classes DEpartment	Teachers employed in the Criminal Tribes Settlement Schools.
VII. Veterinary.	Principal, Professors, Assistant Professors, Physical Training Instructor, Lecturers, Ferriery Demonstrators, Demonstrators, Laboratory Assistant and Artist and Laboratory Attendants at the Punjab Veterinary College and Veterinary Assistant Surgeons, Forge.
VIII. Architecture.	Principal, Professors, Associate Professors, Assistant Professors, Lecturers, Assistants, Studio Assistants, Photographers, Assistant Lecturer, and Modeller, of Chandigarh College of Architecture, Chandigarh.

**Appendix-19****Omitted.****Appendix-20**

(Referred to in Note under Rule 8.126)

**Rules to the grant of additional leave to Government; employees, for the Study of Scientific, Technical or Similar problems, or for undertaking special course of instruction.**

**Part A****Study Leave Rules, 1963****1. Short title, commencement and application :-**

- (1) These rules may be called the Study Leave Rules, 1963.
- (2) They shall come into force at once.

**2. Definitions :-****(1) In these rules unless the context otherwise requires :-**

- (a) 'Audit Officer' means the Accountant-General, Punjab.
- (b) 'Head of Mission' means Ambassador, Charged-Affairs Minister, Consul General, High Commissioner and any other authority declared as such by the Central Government in the country in which the Government employee undergoes a courses of study or training.

(2) All other words and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Punjab Civil Services Rules, Volume I, Part I.

**3. Conditions for grant of study leave -.**

(1) Subject to the conditions specified in these rules, study leave may be granted to a Government employee with due regard to the exigencies of public service to enable him' to undergo, in or out of India, a special course of study consisting of higher studies, specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty. "

(2) Study leave may also be granted -

- (i) For a course of training or study tour in which a Government employee may not attend a regular academic or semi-academic course, if the course of training

or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to the sphere of duties of the Government employee; and -

(ii) For the purposes of studies connected with the frame work or background of public administration; subject to the conditions that -

- (a) the particular study or study tour should be approved, by the authority competent to sanction study leave; and
- (b) the Government employee should be required to submit, on his return a full report on the work done by him while on study leave.
- (c) On completion of the course of study, the Government employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or, special course of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of the study.

(iii) For the studies which may not be closely or directly connected with the work of a Government employee but which are capable of widening his mind in a manner likely to improve his abilities as a Civil employee and to equip him better to collaborate with those employed in other branches of the public service.

**Note.** -Applications for the study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Finance Department.

(3) Study leave shall not be granted, unless :-

(i) it is certified by the authority competent to, sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;

(ii) it is for prosecution of studies in subjects other than academic or literary subjects or it is applied for by a Medical Officer for prosecuting course of post-graduate study in Medical Sciences and the applicant obtains a certificate from the Director, Health Services, Punjab, to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties; and"

(iii) the Economic Affairs Department of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India.

Provided that in releasing foreign exchange to Government employees proceeding on study leave abroad, the Department aforesaid shall satisfy itself whether such Government employee comply with the minimum education qualifications as specified in the general orders issued by the said Department from time to time regulating release of foreign exchange to persons proceeding abroad for higher studies at their expense.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the schemes administered by the Economic Affairs Department of the Finance Ministry, the Ministry

of Education and the Ministry of Scientific Research and Cultural Affairs.

(5) Study leave shall not ordinarily be granted to a Government employee -

(i) who has rendered less than five years' service under the Government;  
or

(ii) who is due to retire or has the option to retire from the Government service with in three years of the date on which he is expected to return to duty after the expiry of the leave.

(6) Study leave shall not be granted to a Government employee with such frequency as to remove him from contract with his regular work or to cause cadre difficulties owing to his absence on leave.

<sup>1</sup>["(i) Study leave may be granted -

(i) to a Government employee by the concerned Administrative Department of Government and the Head of Department where the powers to grant such leave have been delegated by the Administrative Department to the Head of the Department]

<sup>2</sup>[(ii) to the Secretary of the Punjab Legislative Assembly by the Department of General Administration, and

(iii) to the other Secretariat staff of the Punjab Legislative Assembly by the Speaker of the Punjab Legislative Assembly.]

**5. Maximum amount of study leave that may be granted at a time during the entire service.-** The maximum amount of study leave which may be granted to a Government employee shall be -

- (i) ordinarily twelve months at anyone time, which shall not be exceeded save for exceptional reasons, and
- (ii) twenty-four months (inclusive of study leave granted under any oilier rules) in all during the entire service.

**6. Combination of study leave with leave of other kinds -**

(1) Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave involve a total absence of more than twenty-eight months from the regular duties of the Government employee.

(2) A Government employee granted study leave in combination with any other kind of leave may, if he so desires, commence, his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.-

**Note.** -The limit of twenty-eight months of absence prescribed in sub-rule (1) includes the period of vacation. -

<sup>1</sup> Substituted vide Notification No.3/1/2/IFCD/90/6200 dated 20.7.1990.

<sup>2</sup> Substituted vide Notification No.3.1(11)IFCD-85/2771, dated Chandigarh 12<sup>th</sup> March 1988 w.e.f.3.7.1985.

7. Regulation of study leave extending beyond course of study when the course of study falls short to leave sanctioned, the Government employee shall resume duty on the conclusion of the course of study, unless the previous assent of authority competent to sanction leave to, treat the period of short fall as ordinary leave has been obtained.

8. **Grant of study allowance.**- A study allowance shall be granted for the period spent in prosecuting the definite course of study at a recognised institution or in any definite tour of inspection of any special, class of work, as well as for the period covered by any examination at the end of the course of study.

9. **Period for which study allowance may be granted.**- The period for which study allowance may be granted shall not exceed twenty- four months in all.

**10. Rates of study allowance. -**

(1) The rates of study allowance shall be as follows but may be revised from time to time :-

Name of Country	Study allowance per diem
Australia	1.00 (Sterling)
Contingent of Europe	1.65 (Sterling)
New Zealand,	1.20 (Sterling)
United Kingdom	2.00 (Sterling)
United States of America.	2.75 (Sterling)

(2) The rates of study allowance to be granted to a Government employee who takes study leave in other countries shall be such as may specially be determined by the competent authority in each case. .

(3) In cases where a Government employee is on study leave at the same place as his place of duty the leave Salary, plus the study allowance shall not together exceed the pay that he would have otherwise draw had he been on duty.

11. **Conditions governing grant of the study allowance.** -(1) Subject to the furnishing of a certificate by the Government employee to, the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment, Study allowance may be paid at the end of every month, provisionally subject to an undertaking in writing being obtained from the Government employee that he would refund to Government any over-payment consequent on his failure to produce the required certificate of attendance on his failure to satisfy the authority competent to grant leave about the proper utilization of the time spent for which study allowance is claimed.

(2) A Government employee may be allowed to draw study allowance for the entire period of vacation during the course of study subject to conditions that :-

(i) he attends during vacation any special course of study or practical training under the direction of Government in consultation with Finance Department;

- (ii) in the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to sanction study leave, as the case may be, that, he has continued his studies during the vacation.

(3) No study allowance shall be drawn during vacation falling at the 'end of course of study except for a maximum period of fourteen days.

**Note.** -The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty-four months, for which study allowance is admissible.

(4) Study allowance shall not be granted for any period during which the Government employee interrupts his course of study to suit his own convenience:

Provided that the authority competent to sanction study leave, in a case where the study leave is taken in India or a country where there is no Indian Mission, and the Head of Mission, in other cases, may authorise the grant of study allowance for any period not exceeding fourteen days at a time during which the Government employee is prevented by sickness from pursuing his course of study.

(5) In the case of a definite course of study at a recognised institution, the study allowance shall be payable by the authority competent to sanction study leave if the study leave availed of is in India or in a country where there is no Indian Mission and by the Head of Mission in other cases, on claims submitted by the Government employee from time to time, supported by proper certificates of attendance.

(6) The certificate of attendance required to be submitted in support of the claims for study allowances shall be forwarded at the end of the term, if the Government employee is undergoing study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.

(7) When the programme of study approved does not include or does not consist entirely of such a course of study, the Government employee shall submit to the authority competent to sanction study leave direct or through the Head of Mission a Diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or, operations to conditions, obtaining in India. The authority competent to sanction study leave shall decide whether the diary and report show if the time of the Government employee was properly employed and shall determine accordingly for what periods study allowance may be granted.

(8)(i) In the case of a Government employee who holds a gazetted post, the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in respect of any part-time employment, and

(ii) In the case of a Government employee who does not hold a gazetted post, to whom study leave has been granted in relaxation of the provisions of clause (ii) of sub-rule (5) of rule 3, such a certificate is referred to in clause (i) of this sub-rule shall be obtained from him by the drawing officer and the same shall be enclosed along with the

bill for the drawal of study allowance.

**12. Grant of study allowance to Government employees in receipt of scholarship or stipend.** - A Government employee who is granted study leave may be permitted to receive and retain, in addition to his leave salary any scholarship or stipend that may be awarded to him from a Government or non-Government source. Where a Government employee has been permitted to receive and retain in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non-Government source, or any other remuneration in respect of any part-time employment. -

- (a) no study allowance shall be admissible in the case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees if any, paid by the Government employee from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance, otherwise admissible.
- (b) in case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.

**13. Grant of study allowance to Government employee who accepts part-time employment during study leave.** - If a Government employee, who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment he shall ordinarily not be granted any study allowance, but in cases, where the net amount of remuneration received in respect of the part-time employment (arrived at by deducting from remuneration any cost of fee paid by the Government employee) is, less than the study allowance that would be admissible but for the remuneration, the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

**14. Allowances in addition to study allowance.** -No allowance of any kind other than the dearness allowance and study allowance where admissible or the travelling allowance where specially sanctioned under rule 15 shall be admissible to a Government employee in respect of period of study leave granted to him.

**15. Grant of travelling allowance.** -A Government employee shall not ordinarily be paid travelling allowance but the competent authority may in exceptional circumstances sanction the payment of such allowance.

**16. Cost of fees for study.** -A Government employee granted study leave shall ordinarily be required to meet the cost of fees paid, for the study but in exceptional cases the competent authority may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a Government employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain in addition to his leave salary, any remuneration in respect of part-time employment.

**17. Execution of a bond.** (1) Every Government employee in permanent employ who has been granted study leave or extension of such leave shall be required to execute a bond as given in Schedule 'A' or Schedule 'A-I', as the case may be, annexed to these rules, before the study leave or extension of such leave granted to him, commences. If study leave or extension of such leave is granted to a Government employee not in permanent employ, the bond shall be executed as given in Schedule 'B' or Schedule 'B-I' as the case may be, annexed to these rules, before the study leave or extension of such study leave granted to him commences.

(2) The authority competent to sanction study leave shall send to the Audit Officer, a certificate to the effect that the Government employee has executed the requisite bond.

<sup>1</sup>**[18. Resignation and retirement after study leave or non-completion of course of study.-** (1) If it Government employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within it period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificate as required under sub-clause (c) of clause (ii) of sub-rule (2) Rule 3, he shall be required to refund :-

- (i) double the amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the State Government; and
- (ii) the actual amount, if any of the cost incurred by other agencies, such as foreign Government, Foundations, Trusts etc., in connection with the course of study, together with interest thereon at Government rates for the time being in force on Government loans from the date of demand before his resignation is accepted or permission to retire is granted or quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study competent authority may order:--]

- (a) that nothing in this rule shall apply to a Government employee who on return to duty from study leave is permitted to retire from the service on medical grounds;
- (b) that the amount required to be refunded under this rule shall, in the case of a Government employee who on return to duty from study leave is permitted to resign from the service and to take up employment or is deputed to serve under a statutory or autonomous body or in any institution under the control of the Government and is subsequently permitted to resign from service under Punjab Government with a view to his permanent absorption in the statutory or autonomous body or institution in the public interest be reduced to an amount equal to the expenditure incurred by the Government and the said other agencies, in respect of the leave salary, study allowance, cost of fees, travelling and other expenses sanctioned to him during the period of study leave together with interest thereon,

(2) The study leave availed of by such a Government employee shall be converted

<sup>1</sup> Rule 18 modified vide Punjab Govt. Gazette Part I dated 6.9.1985.

into regular leave at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave. In addition to the amount to be refunded by the Government employee under sub-rule (1) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the competent authority may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the Government employee concerned or class of Government employees.

### **19. Leave salary during study leave-**

- (1)(a) During study leave availed outside India, a Government employee shall draw leave salary equal to the pay (without allowances other than dearness allowance) that the Government employee drew while on duty with Government immediately before proceeding on such leave in, addition to the study allowance admissible in accordance with the provisions of rules 9 to 11 and;
- (b) For courses of study in India no study allowance shall be paid. The leave salary payable during study leave in India shall be equal to the pay (without allowances other than dearness allowance) that the employee drew while on duty with Government immediately before proceeding on such leave. The amount, if any, received by him during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment shall be adjusted against the leave salary subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.
- (2) The rate of exchange prescribed by the President for the conversion of leave salary (other than that admissible during the first 120 days of earned leave) shall apply to leave salary during study leave.

**20. Commencement of course of study during leave other than study leave.-** A Government employee may, subject to the approval of the proper authority being obtained as required under paragraph 1 of Schedule 'C' annexed to these rules, undertake or commence a course of study during earned leave and subject to rules 8 to 15 and 18, draw study allowance in respect thereof.

**21. Counting of study leave for promotion, pension, seniority, leave and increments.-** Study leave shall count as service for promotion, pension and seniority. It shall also count as service for increments as provided in rule 4.9 of Punjab Civil Services Rules, Volume I, Part I.

(2) The period spent on study leave shall not count for earning leave, other than half pay leave under rule 8.119 of Punjab Civil Services Rules, Volume I, Part I.

**22. Debiting of study leave to the leave account.** -Study leave shall be treated as

extra leave on half pay and shall not be taken into account in reckoning the aggregate amount of leave on half pay taken by the Government employee towards the maximum period admissible.

**23. Procedure for making application for study leave and grant of such leave.** - The procedure for making application for study leave and grant of such leave shall be as laid down in the Procedural, instructions given in Schedule 'C' annexed to these rules.

**24. Omitted.**

### Schedule 'A'

(See Rule 17)

BOND FOR PERMANENT GOVERNMENT EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES CONTAINED IN APPENDIX 20 TO THE PUNJAB CIVIL SERVICES RULES, VOLUME I, PART II.

Know, all men by these presents that I \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ do hereby bind myself and my heirs, executors and administrators to pay the Governor of Punjab (hereinafter called "The Government") on demand the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and together with all cost between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ day of one thousand nine hundred and \_\_\_\_\_.

Signature \_\_\_\_\_

Witness \_\_\_\_\_

(1) \_\_\_\_\_

(2) \_\_\_\_\_

WHEREAS I \_\_\_\_\_ am granted study leave by Government;  
AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of

\_\_\_\_\_ <sup>1</sup>[after my return to duty or failing to complete the course of study] I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above-written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by \_\_\_\_\_ in the presence of  
Witness (1) \_\_\_\_\_ (2)

Accepted  
For and on behalf of the Government of Punjab.

**Schedule 'A-I'**

(See Rule 17)

**BOND FOR PERMANENT GOVERNMENT  
EMPLOYEES GRANTED EXTENSION  
OF STUDY LEAVE.**

Know all men by these presents that I \_\_\_\_\_ resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ do hereby bind myself and my heirs, executors and administrators to pay to the Government of Punjab (hereinafter called "the Government") on demand the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government Loans, or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or, may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_

WHEREAS I \_\_\_\_\_ was granted study Leave by Government for the period from \_\_\_\_\_ in consideration of which I executed a bond dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in favour of the Government of Punjab.

<sup>1</sup> Note-The period shall be determined in accordance with the instructions contained in F.D. circular letter No.8709(3)FRIL-64/9821, dated the 22<sup>nd</sup> October, 1964.(see page 563)

AND WHEREAS the extension of study leave has been granted to me at my request until \_\_\_\_\_.

AND WHEREAS for the better protection of the Government, I have agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave so extended or any time within a period of \_\_\_\_\_ after my return to duty I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by \_\_\_\_\_ in the presence of  
Witness (1) \_\_\_\_\_ (2)

Accepted

-for and on behalf of the Governor of Punjab.

**Note-** The period shall be determined in accordance with the instructions contained in: Finance Department Circular letter No. 8709(5) FRII-64/9821, dated the 22nd October, 1964. (see page 563)

### Schedule 'B'

(See Rule 17)

**BOND FOR TEMPORARY GOVERNMENT EMPLOYEES  
PROCEEDING ON STUDY LEAVE UNDER THE  
STUDY LEAVE RULES  
CONTAINED IN  
APPENDIX 20 TO PUNJAB CIVIL SERVICES RULES,  
VOLUME 1, PART II**

Know all men by these presents that we \_\_\_\_\_ resident of \_\_\_\_\_ in the district of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ (hereinafter called the obligor) and Shri \_\_\_\_\_, son of of (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called 'the Government') on demand the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India,

equivalent of the said amount in the currency of that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_  
one thousand nine hundred and \_\_\_\_\_

Signature of the obligor \_\_\_\_\_

Sureties (1) (2)

Witness (1) (2)

WHEREAS the obligor is granted study leave by the Government AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written:

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden \_\_\_\_\_

NOW THE, CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri \_\_\_\_\_ resigning for service without returning to duty after the expiry or termination of period of study leave or any time within a period of \_\_\_\_\_ \*after his return to duty <sup>1</sup>[or failing to complete the course of study] the obligor and the sureties shall forthwith pay to the Government as may be directed by the Government on demand the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the obligor Shri \_\_\_\_\_ and, or Shri \_\_\_\_\_ and, or Shri \_\_\_\_\_ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue:

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties, Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for amounts due hereunder.

The Government of State of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor,  
and named Shri. \_\_\_\_\_ in the presence of \_\_\_\_\_  
Signed and delivered by the surety above named Shri \_\_\_\_\_ in the  
Presence of \_\_\_\_\_

<sup>1</sup> Inserted vide Punjab Govt. Gazette Part I dated 6.9.1985.

Signed and delivered by the surety  
above named Shri \_\_\_\_\_ in the presence of \_\_\_\_\_

Accepted  
for and on behalf of Governor of Punjab:

\*Note. -The period shall be determined in accordance with the instructions contained in Finance Department Circular letter No. 8709(3) FR11-64/9821 dated the 22nd October, 1964. (see page 563)

### Schedule 'B-1'

(See Rule 17)

#### BOND FOR TEMPORARY GOVERNMENT EMPLOYEES GRANTED EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE \_\_\_\_\_  
resident \_\_\_\_\_ in the  
district \_\_\_\_\_ at present employed as \_\_\_\_\_  
in the Department/Office of \_\_\_\_\_ (hereinafter called "the  
obligor") and Shri \_\_\_\_\_, son of \_\_\_\_\_ of  
\_\_\_\_\_ (hereinafter called the sureties) do hereby jointly and severally  
bind ourselves and our respective heirs, Executors and Administrators to pay to the  
Government of Punjab (hereinafter called "the Government") on demand the- sum of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon  
from the date of demand at Government rates of the time being in force on Government  
loans, or if payment is made in a country other than India, the equivalent of the said  
amount in the currency of that country converted at the official rate of exchange between  
that country and India and TOGETHER with all costs between attorney and client and all  
charges and expenses that shall or may have been incurred by the Government.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_  
one thousand nine hundred and \_\_\_\_\_

WHEREAS the obligor was granted study leave by the Government for the period  
from \_\_\_\_\_ to \_\_\_\_\_ in consideration of which he executed a bond,  
dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in favour of  
the Government of Punjab.

AND WHEREAS the extension of study leave has been granted to the obligor at this  
request until \_\_\_\_\_

AND WHEREAS FOR the better protection of the Government obligor has agreed  
to execute this bond with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on  
behalf of the above bounden \_\_\_\_\_

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the obligor Shri \_\_\_\_\_ resigning from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time within a period of \_\_\_\_\_<sup>1</sup> after his return to duty the obligor and sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs.<sup>2</sup> \_\_\_\_\_ (Rupees \_\_\_\_\_) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri \_\_\_\_\_ and, or Shri \_\_\_\_\_ and or Shri \_\_\_\_\_ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri \_\_\_\_\_ and Shri \_\_\_\_\_ or any of them for amounts due hereunder.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

IN WITNESS WHEREOF \_\_\_\_\_ the Government employee above named has signed these presents the day month and year first above written.

Signed, sealed and delivered by \_\_\_\_\_  
in the presence of:-

- 1.
- 2.

Accepted for and on behalf of the Governor of Punjab by \_\_\_\_\_

### Schedule 'C'

(See Rule 23)

#### **Procedural Instructions For Making Application For Study Leave And Grant of Such Leave**

1. Except as otherwise provided in these rules, all applications for study leave shall be submitted with the audit officer's certificate, to the authority competent to sanction the study leave through the prescribed channel and the course or courses of study contemplated and any examination which the Government employee proposes to undergo shall be clearly specified therein, if the course of study is out of India, the authority

<sup>1</sup> Note- The period shall be determined in accordance with the instructions contained in Finance Department Circular letter No. 8709(3) FRII-64/9821, dated the 22<sup>nd</sup> October, 1964. (see page 563)

<sup>2</sup> Note:-The period shall be determined in accordance with the instructions contained in Finance Department Circular letter No.8709(3) FRII-64/9821, dated the 22<sup>nd</sup> October, 1964. (see page 563)

competent to sanction the study leave shall forward, to the Head of Mission. If there is Indian Mission in that country, a copy of the approved programme of study. In a case where it is not possible for the Government employee to give full details in his original application, or if, after leaving in India he is to make any change in the programme which has been approved India, he shall submit the particulars as soon as possible to the Head of Missions or the authority competent to sanction the study leave, as the case may be. In such cases he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the authority competent to sanction the study leave to the course.

2. On completion of a course of study a certificate in the proper form (which may be obtained for the Head of Mission), together with certificates of examinations passed or special course of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority in charge of the course of study, shall be forwarded to the Head of Mission concerned. When the study leave has been taken in India or any other country where there is no Indian Mission, such certificate shall be forwarded to the authority which sanctioned the leave. .

**Part B.- Rules for the grant of permission to Government Employees of the Public Works Department while on leave to visit engineering works in the United Kingdom and elsewhere.**

1. These rules are, as a rule, applicable only to junior officers, but applications from senior officers will in special cases, be considered on their merits. In either case, it is to be understood that no Government employee is entitled to claim any such privilege as a matter of right.

2. Each, application for greater facilities than those afforded by these rules shall be considered on its own merits.

3. An application for permission to visit engineering works at the public expense should be made to the Government. The applicant should state specifically what particular works he proposes to visit.

4. Such application as may be approved by Government and sanctioned by the competent authority will be forwarded, to the High Commissioner for India, with a request that the necessary arrangements may be made. In the forwarding letter, it will be clearly stated whether or not halting allowance should be granted.

5. After completing his tour of inspection, the Government employee will be required to forward to the High Commissioner for India for transmission to the Government a report or paper of notes on the works examined, embracing more especially his views as to the applicability to India of works of a similar description. If the report appears to the High Commissioner satisfactory the Government employee will be paid his travelling expenses under the rules given in Appendix 10. For this purpose, the report should be accompanied by full and detailed particulars of expenses incurred in travelling to and from the works visited, supported if possible, by complete and detailed vouchers for all item of bona fide travelling expenses which will not include hotel bills.

**Part C. -Rules Under Which Selected Officers of the Forest Department may be Authorised to Devote Portions of their Leave to the Study of Forestry on the Continent of Europe at the Public Expense**

1. A Forest Officer desirous of obtaining permission to study Forestry under these orders, must submit an application to the competent authority through the Chief Conservator/Conservator under whom he is serving.

2. The Government will require to be satisfied that the Government employee applying is likely to profit by the additional experience which he will gain by continental study and that he possesses sufficient knowledge of the language of the country which it is proposed that he should visit.

3. The application should reach the Government not less than two months before the Government employee concerned proposes to depart from India on leave. It should state the purpose of the proposed tour and, as far as may be possible, the localities which it is proposed to visit.

4. Government employees on leave out of India who wish to avail themselves of the privileges conferred by these rules, should address the High Commissioner for India, London, giving the information mentioned in the preceding paragraph.

5. If the application is sanctioned, the Government employee concerned will, on arrival in England, report himself to the High Commissioner for India. The details of the then be arranged under his orders.

6. The maximum period which Government employee will be allowed to spend on study under these rules, will be limited to three months at one time. Ordinarily, no Government employee will be permitted to avail himself of the privilege granted by these rules on more than two occasions in the course of his service. At the end of any period of study, the Government employee concerned will submit to the High Commissioner a diary showing how his time has been spent, and a report which should indicate fully the nature of the operations studied. The High Commissioner will decide whether the diary and the report show that the time of the Government employee has been properly employed, and will determine accordingly for what period the daily allowance admissible under rule 7 may reasonably be granted.

7. A Government employee permitted to avail himself of the privilege granted by these rules, will be paid by the High Commissioner, the cost of first class return tickets by rails and steamer from London to the places which he may be required to visit. He will, also subject to the preceding paragraph, be granted a daily allowance, on such scale as the competent authority may fix, from time to time, during the period of study. Forms for the submission of claims for travelling and subsistence allowances may be had on application to the Secretary, Commerce and Revenue Department, at the India Office, and claims should be submitted to High Commissioner for payment.

8. The reports, notes and drawings submitted by a Government employee may not, without the previous permission of the Government, be communicated to any professional journal or institution; and the Government will be at liberty to print, publish or circular them, should they think fit to do so.

9. The cases of Government employees who wish to undergo regular courses of study at institutions will be dealt with under the general orders in Part A of this Appendix.

**Part D - Assistance To Government Employees on Leave in The United Kingdom Who Wish To Prosecute Their Legal Studies at One of The Inns of Court, London, or The King's Inns, Dublin.**

1. These rules are applicable only to Government employees of judicial Branch of the Provincial Civil Service.

2. A Government employee to whom these rules are applicable, desiring to undertake a course of study at one of the Inns of Court, London, or the King's Inns, Dublin, while on leave in the United Kingdom, may apply in writing to the competent authority for a certificate of eligibility under these rules.

3. Such certificate shall not be granted, unless the applicant has or will have, at any time, subsequent to the date of his intended admission to one of the Inns of Courts, London, or the King's Inns, Dublin, sufficient leave due under the ordinary rules, to enable him to present himself at the final examination prescribed for a call to the Bar, before he has completed the first fifteen years of his service under Government.

4. A Government employee, to whom a certificate of eligibility has been granted under paragraph 3, on reporting himself for orders at the office of the High Commissioner for India, and after executing a bond in the form annexed will be entitled to the following concessions subject to the conditions set forth in the said bond :-

- (a) An advance of all fees or other moneys payable in connection with his admission, to one of the Inns of Court, London, or the King's Inns, Dublin.
- (b) In the case of the Inns of Court, London, a bonus of 25 (Sterling) for each first class obtained in any of the four examinations comprising Part I, and of 50 (Sterling) for a first class in the final Examination or Part II of the examinations prescribed by the Council of Legal Education for a call to the Bar 'or for obtaining the Langdon Medal, and of 25 (Sterling) for obtaining subsequently to a pass in the Final Examination for the Bar, an additional first class in Hindu and Mohammadan Law taken separately and in the case of the King's Inns, Dublin, a bonus of 50 (Sterling) for a first class at each of the two continuous course examinations, and of 50 (Sterling) for a first class at the final examination.
- (c) A bonus of 75 (Sterling) in part refund of any fees actually paid to a practicing Barrister or two practicing Barristers in England for reading in his or their chambers:

Provided that the period of reading shall not have been less than two terms of six months each not including in either of such terms, unless they are continuous, the months of (August and September) and that the bonus shall be payable only on production of a Certificate from the said Barrister or Barristers of due attention and application to study.

5. All bonuses and advances shall be paid in England under the orders of the High

Commissioner for India.

6. All advances shall be recovered from the pay of the Government employee concerned immediately on his return to duty in India by 12 equal monthly instalments or by instalments of one-third of his monthly pay. The necessary arrangements for the recovery of the money due on return of the Government employee to India will be made by the Chief Accounting Officer to the High Commissioner for India.

### FORM OF BOND

KNOW all men by these presents that I \_\_\_\_\_ a \_\_\_\_\_ a member of the Punjab Civil Service Judicial Branch) do hereby bind myself to pay the Government of the Punjab the penal sum of \_\_\_\_\_.

Sealed with my seal. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_

WHEREAS the High Commissioner for India on behalf of the Governor of the Punjab has in accordance with the provisions of the orders annexed hereto advanced to the above bounden \_\_\_\_\_ the sum of being (Sterling) \_\_\_\_\_ in respect of deposits for security and for Commons and Dues and (Sterling) \_\_\_\_\_ in respect of initial fees payable by the above bounden \_\_\_\_\_ to the \_\_\_\_\_ on enrolment as a student.

AND WHEREAS \_\_\_\_\_ has undertaken to pay to the above bounden \_\_\_\_\_ a bonus of (Sterling) 25 for each first class obtained in any of the four examinations comprising Part I, a bonus of 50 (Sterling) for a first class in the final examination for the Bar or for obtaining the Langdon Medal, a bonus of 25 (Sterling) for obtaining subsequently to a pass in the Final Examination for the Bar an additional First class in Hindu and Mohammadan Law taken separately (or in the case of Irish Bar a bonus of 50 (Sterling) for a first class at each of the two continuous course of examination and 50 (Sterling) for a first class at the final examination), and a bonus of 75 (Sterling) in part refund of fees actually paid for reading in the Chambers of a practising Barrister or Barristers.

Now the conditions of the above written obligations are that –

- (a) If in the event of the above bounden \_\_\_\_\_ not passing the final examination for the Bar before the completion of fifteen years total service under the Punjab Government he shall upon the completion of such period pay to the Punjab Government or to the High Commissioner for India the amounts of such deposits and initial fees i.e. \_\_\_\_\_ (or any part thereof which shall not have been previously paid) and any bonuses granted for success in part I (or in the continuous course examinations in the case of the Irish Bar) aforesaid and for reading in the Chambers of a practising Barrister or Barristers;
- or
- (b) If in the event of the above bounden \_\_\_\_\_ not rejoining the service in India before the expiration of his leave of absence he shall on the day his

leave expires pay to the High Commissioner for India the said amounts and any bonuses granted as specified in condition (a) hereof and also any bonus granted for success in the final examination aforesaid; or

- (c) If in the event of the above bounden \_\_\_\_\_ rejoining the said service before having passed the said final examination he shall pay the said amounts of deposits and initial fees specified in condition (a) hereof to the Punjab Government by deductions from his pay as provided in the orders annexed hereto and also if in the event of his not passing the aforesaid examination before the completion of the said fifteen years total service he shall upon the completion of such period pay to the Punjab Government or to the High Commissioner for India the amounts of such deposits and initial fees (or any part thereof which shall not have been previously paid) and any bonuses granted as specified in conditions (a) hereof, or
- (d) If in the event of the above bounden \_\_\_\_\_ not remaining in the said service until he has passed the said final examination or until he has repaid the said sum of (Sterling) \_\_\_\_\_, he shall forthwith upon his ceasing to be in the said service pay to the Punjab Government or to the High Commissioner for India the amounts and any bonuses granted as specified in condition (a) hereof (or any part thereof which shall not have been previously paid); or
- (e) If in the event of the above bounden \_\_\_\_\_ rejoining the said service in India after having passed the said final examination before the completion of the said fifteen years total service he shall pay the amounts of deposits and initial fees specified in condition (a) hereof to the Punjab Government by deductions from his pay as provided in the orders annexed hereof; or
- (f) If the above bounden \_\_\_\_\_ dies before repayment of the said amounts specified in condition (a) hereof or any part of such amounts: Provided that all repayment already due from him under the foregoing conditions before his death have been duly made and provided that either the said amounts which may be repayable to the aforesaid or the balance that remains due of the aforesaid amounts to the High Commissioner for India whichever sum shall be the less be paid to the High Commissioner for India.

Then the above-written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed, sealed and delivered by the above bounden \_\_\_\_\_

In the presence of \_\_\_\_\_